

## Negotiating Effectively (NE)

### COURSE NUMBER    **FAA01285**

For information about this course, contact:  
FAA Program Manager: Shepherd Curl  
(386) 446-7132

---

### DESCRIPTION AND LEARNING STRATEGY

This three-day course focuses on developing participants' skills in negotiating workplace issues with union representatives. The skills include Labor Relations Order 3710.18 and related Standard Operating Procedures (SOPs) in application exercises concerning FAA workplace scenarios. Participants will practice effective negotiation techniques during the application exercises.

Methodologies for this course include highly interactive exercises to simulate the challenges of the workplace, interactive lecture/discussion, and issue analysis using case studies.

### OBJECTIVES

At the conclusion of this course, participants will enhance the following skills:

- Identify bargaining obligations in FAA scenarios.
- Develop negotiation strategies aligned with FAA Order 3710.18 and related SOPs.
- Demonstrate effective negotiation skills.

### RELATED COMPETENCIES

- Business Acumen
- Communication
- Interpersonal Relations and Influence
- Problem Solving
- Strategy Formulation

This course may be customized for your organization in a **fee-for-service delivery**. Call **(386) 446-7132** to discuss options.

### CLASS SIZE

16 participants

### LENGTH

3 days  
(8:00 a.m. – 4:00 p.m.)  
24 hours

### LOCATION

Customer site or  
FAA Center for  
Management and  
Executive Leadership  
Palm Coast, Florida

### UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

### WHO SHOULD ATTEND

Supervisors, managers, and labor relations specialists who work with unions

### ENROLLMENT

To arrange a **fee-for-service delivery**, call Shep Curl at (386) 446-7132.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Labor Management  
Relations  
([FAA01205](#))